

Transfer Employee Orientation Packet

Below you will find links to forms and information needed to process your appointment, including information needed for you to receive your first paycheck. Answers on forms should be truthful and complete. A false statement on any form may be grounds for not hiring you, or for firing you after you begin work. Read all forms carefully, and sign and date where indicated. If you have any questions, contact your Southwestern Human Resources specialist.

IMPORTANT: Please print the forms below; complete this information as soon as possible; place it in the addressed envelope you were provided; and mail it to the Division of Human Resources at Southwestern Power Administration.

[Declaration Of Federal Employment \(OF-306\)](#)

Description: Determines your suitability for Federal.

Instructions: Sign and date in Section 17.

[Designation of Unpaid Compensation \(SF1152\)](#)

Description: This form is to designate a beneficiary to receive your last paycheck if something should happen to you while you were still an employee at Southwestern Power Administration.

Instructions: Complete Section A and Section B.

[Direct Deposit Sign-Up Form \(FMS-2231\)](#)

Description: Authorizes direct deposit of your Southwestern paycheck to your selected financial institution.

Instructions: Please fill out Section 1, 2, 3, and sign 5. (Type of payment will be Net Pay) Make sure routing number is correct along with your account number. Last digit of routing number will go in check digit box.

[Employee Address Form](#)

Description: Allows Southwestern to maintain a record of emergency contacts.

Instructions: In the bottom half of the form, list emergency contacts and sign and date.

[Employee Conduct Certification Form](#)

Description: Contains your acknowledgement that you've received the Standards of Ethical Conduct Packet.

Instructions: Sign and date the form.

[Employee's Withholding Allowance Certificate \(W-4 Form\)](#)

Description: Tells how much federal income tax to take out of each paycheck.

Instructions: Complete this form so that the correct federal income tax is withheld from your paycheck. In Oklahoma, state tax withholding is the same as federal.

[Ethnicity and Race Identification \(SF-181\)](#)

Description: Used to collect statistical information on the composition of the workforce.

Instructions: Complete all information on form.

[Self Identification of Reportable Handicap \(SF-256\)](#)

Description: Used to collect statistical information on the composition of the workforce.

Instructions: Complete personal information in top boxes. Find code which describes the impairment. Enter code in the top right hand box.

[Standards of Ethical Conduct for Executive Branch Employees](#)

Description: Contains information on the ethical standards for federal employees.

Instructions: Read the information. This is for your records only.